

MEMORANDUM

September 4, 2019

TO: Gregg Mandsager, City Administrator
FROM: Stephanie Romagnoli, HR Manager
SUBJECT: Policy Changes – Employee Handbook

On the agenda for City Council's consideration this week are suggested changes to the employee handbook. Should the Council decide to proceed with the Code change being proposed related to their contact with staff, these policies are being recommended to provide guidance to employees about what is expected of them.

- 1) An addition to the union section of the employee handbook ensuring clarity that City Council members may not engage with union members (and vice versa) related to any items of negotiation. This is being recommended to stay in compliance with Chapter 20 of the Iowa Code.
- 2) The intent of the Non-retaliation policy is to provide employees from protection from retaliation should employees choose to speak or not to speak with Council members. Employees are free to make a choice about discussions with City Council members. This policy also provides guidance for reporting avenues if they believe retaliation has occurred.

At this time, Council may choose to adopt these additions to the employee handbook.

If there are any questions or additional information related to these policies required, please let me know.

Union Policy Addition

"Pursuant to Iowa Code Chapter 20, the City Attorney is the designated representative for union negotiation matters. As such, it is a violation of Iowa law for any employee to negotiate or attempt to negotiate directly about union matters with any elected official."

Retaliation Policy Addition

"It is important to foster an environment that makes employees unafraid to speak—or to choose not to speak—about City-related issues. Employees who choose either to share or not share information with elected officials or citizens—including to report misconduct or suspected violation shall be protected from retaliation.

As such, if an employee is approached by an elected official and/or citizen, and the employee feels uncomfortable with the interaction—the employee shall take his/her concerns to the City HR Manager or the City Administrator. In the event the concerns involve the City HR Manager and the City Administrator, then the employee shall to take his/her concerns to the City Attorney."